

Drug Enforcement Administration

Year-End Reporting System (YERS)

User Guide

Version 1.0

October 2008



Office of Diversion Control
Technology Section

Table of Contents

1	Introduction.....	1
1.1	Document Scope	1
2	Login.....	2
3	Registrant Identity Confirmation.....	2
4	Main Selection Window	4
5	Year End Inventory Report Selection Menu.....	5
6	Reports.....	6
6.1	Report Selection Menu	7
6.1.1.	Pending reports	7
6.1.1.1.	File a Report.....	8
6.1.1.2.	Inventory	9
6.1.1.3.	Acquisitions	10
6.1.1.4.	Dispositions.....	11
	Dispositions: Bulk Conversion	12
	Drugs Converted to Other Substances Summary.....	13
6.1.1.5.	Report Summary	14
6.1.1.6.	Summary Confirmation	15
6.1.2.	Completed Reports.....	16
6.1.2.1.	Update Completed Reports	16
6.1.2.2.	Delete Report	17
6.1.3.	Null Reports.....	18
6.1.4.	View Null Reports	19
6.1.5.	Psychotropic Substances	20
6.1.5.1.	File a Psychotropic Substances report	21
6.1.5.2.	Update a Psychotropic Substances Report.....	22
6.1.5.3.	Delete Report	23
7	Corporate Administrators	24
7.1	Create a New User Account.....	25
7.2	Reset User Password.....	26
7.3	Delete User Account	27

1 Introduction

Every year DEA requires manufactures to register Schedule I and II controlled substances by submitting application Form 189 Manufacture Quota and Form 250 Procurement Quota for each basic drug class which the manufacturer is producing. Additionally, each manufacturer is requested to maintain a year-end report of inventory of Scheduled Substance I and II controlled substances they were issued as a quota, and maintain inventories of the previous year's quota.

DEA is responsible for registering all manufactures of Schedule I and II controlled substances. DEA will capture the data from manufacturers' requests for quotas, and the Year End Report. The data is used by the DEA to determine and calculate the aggregated production quota, establish individual manufacturing and procurement quotas, and generate reports to the United Nations regarding the consumption and manufacturing of Schedule I and II controlled substances. The manufacture will only receive the quota for the controlled substance(s) they have originally registered with the DEA.

The Year End Reporting System (YERS) will be developed to maintain the annual reporting by the manufactures, and incorporate the Forms 189 and 250 requests for quota to be completed and submitted on line. All data pertaining to quotas will be available for quick analysis and determination of aggregate quotas by DEA officials of controlled substances.

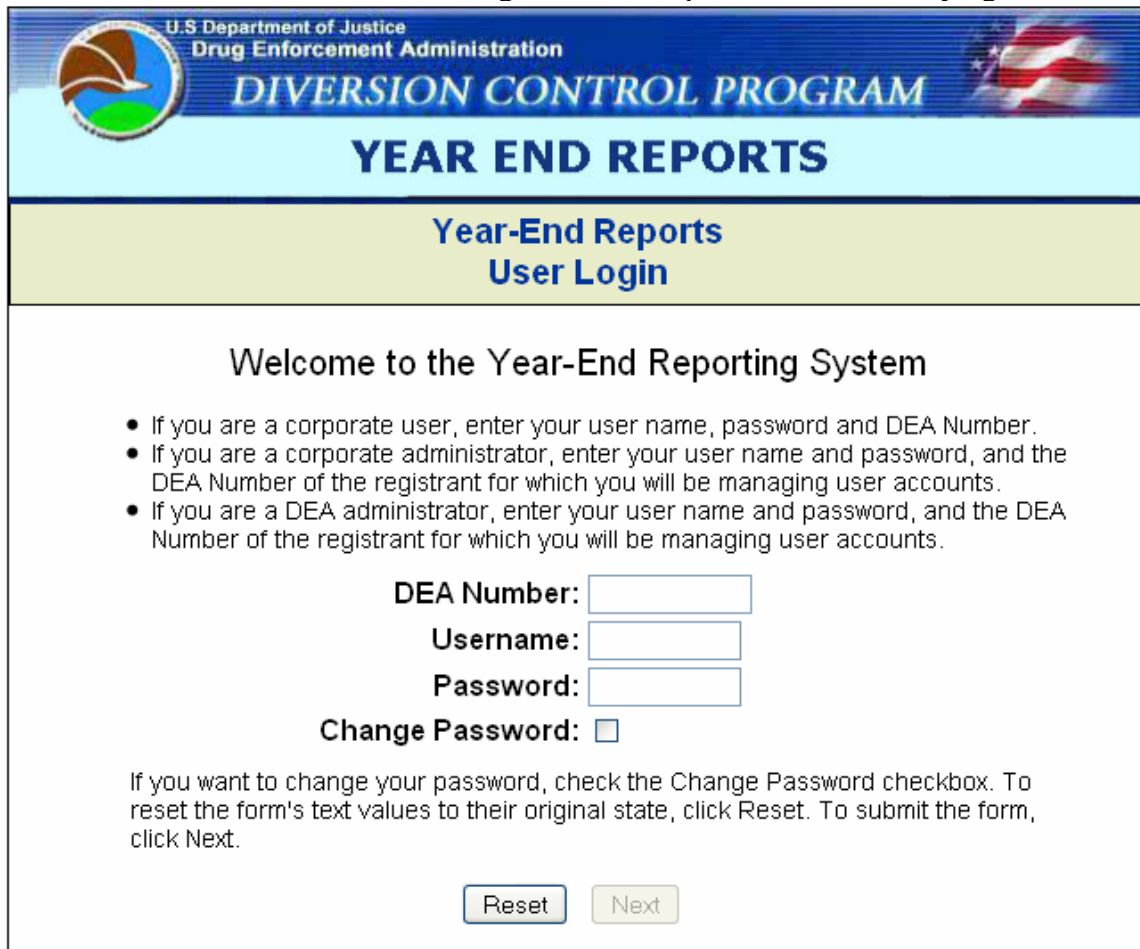
1.1 Document Scope

This document, the YERS User Guide, is meant as an examination of the functionality of the YERS application. As such, it covers the usages and definitions included within YERS.

The YERS User Guide does not explain the policies, business processes, or development of YERS. It assumes that the reader is capable of using an internet browser, and is authorized to use YERS.

2 Login

Before information can be accessed, registrants must provide their identifying credentials.



U.S. Department of Justice
Drug Enforcement Administration

DIVERSION CONTROL PROGRAM

YEAR END REPORTS

**Year-End Reports
User Login**

Welcome to the Year-End Reporting System

- If you are a corporate user, enter your user name, password and DEA Number.
- If you are a corporate administrator, enter your user name and password, and the DEA Number of the registrant for which you will be managing user accounts.
- If you are a DEA administrator, enter your user name and password, and the DEA Number of the registrant for which you will be managing user accounts.

DEA Number:

Username:

Password:

Change Password: ☐

If you want to change your password, check the Change Password checkbox. To reset the form's text values to their original state, click Reset. To submit the form, click Next.

DEA Number: The unique identifying number the registrant was issued upon registering with DEA.

Username: The registrant's user name.

Password: The registrant's password.

Change Password: To change the registrant's password, click the checkbox. The password change dialog will begin after clicking **Next**.

Click **Next** to proceed; click **Reset** to clear the entered information.

3 Registrant Identity Confirmation

The Registrant Identity Confirmation page displays registrant information.



The screenshot shows a web application interface for the U.S. Department of Justice Drug Enforcement Administration Diversion Control Program. The header features the department's logo and the program name. Below the header, a light blue banner displays "YEAR END REPORTS". A yellow banner below that reads "Year-End Reports Login Confirmation". The main content area is titled "Corporate User Login Confirmation" and contains a bulleted list of login details and instructions. At the bottom, there are "Back" and "Next" buttons.

U.S. Department of Justice
Drug Enforcement Administration
DIVERSION CONTROL PROGRAM

YEAR END REPORTS

**Year-End Reports
Login Confirmation**

**Corporate User
Login Confirmation**

- You are logged in as
- You are authorized as a corporate user to submit Year-End Inventory Reports for DEA Number .
- If this information is not correct, please contact your administrator immediately.

Click Back to return to the User Login screen. Click Next to advance to the Main Selection Menu screen.

Clicking **Next** confirms the user information and proceeds with the reporting process; clicking **Back** returns the user to the Login page (see section 2).

4 Main Selection Window

The Main Selection Window allows the user to choose the type of report to work with.



The screenshot shows the 'Main Selection Menu' window of the YERS application. At the top, there is a header banner with the U.S. Department of Justice Drug Enforcement Administration logo on the left, the text 'DIVERSION CONTROL PROGRAM' in the center, and an American flag graphic on the right. Below the banner, the title 'YEAR END REPORTS' is displayed in large, bold, blue letters. Underneath this, a yellow bar contains the text 'Main Selection Menu'. The main content area is white and contains the text 'Main Selection Menu' followed by a radio button and the label 'Submit Year-End Report'. Below this, a message states: 'Submit Year-End Inventory Report is the only available option at this time. Additional functionality will become available in the future. Watch this space!'. At the bottom of the window, there are two buttons: 'Exit' and 'Next'.

Submit Year End Inventory Report: Allows the user to create, modify, or delete Year End Inventory Reports for controlled substances and some list chemicals (phenylpropanolamine, pseudophedrine, ephedrine).

Clicking **Next** displays the initial page of the chosen report menu; clicking **Exit** closes the YERS application.

5 Year End Inventory Report Selection Menu

The report selection menu allows the user to choose what sub-type of report to create, modify, or delete.



The screenshot shows a web application interface for the U.S. Department of Justice Drug Enforcement Administration. The header features the department's logo and the text "DIVERSION CONTROL PROGRAM". Below this is a light blue banner with "YEAR END REPORTS" in bold. A yellow bar contains the text "Submit Year-End Reports". The main content area is titled "Report Selection Menu" and lists three categories of reports, each with radio button options:

- Year-End Report for Substances Procured**
 - ☐ Drugs for which a quota was granted during the reporting year
 - ☐ Accountability for outstanding inventory
 - ☐ Other registered substances
 - ☐ View Null Reports
- Year-End Report for Substances Manufactured**
 - ☐ Drugs for which a quota was granted during the reporting year
 - ☐ Accountability for outstanding inventory
 - ☐ Other registered substances
 - ☐ View Null Reports
- Year-End Report for Psychotropic Substances**
 - ☐ Psychotropic Drugs

At the bottom of the menu are two buttons: "Back" and "Next".

Select the type of sub-report to create/modify and click **Next**.

6 Reports

All available sub-reports options (except null reports) follow the same organization:

- Pending Reports
 - Confirmation of the report
 - Report Inventory
 - Report Acquisitions
 - Report Dispositions
 - Report Bulk Conversions
 - Summary of Conversions
 - Summarize Report
 - Submit
- Completed Reports
 - Update Report
 - Confirmation of the report
 - Report Inventory
 - Report Acquisitions
 - Report Dispositions
 - Report Bulk Conversions
 - Summary of Conversions
 - Summarize Report
 - Submit
 - Remove Report
 - Confirm report deletion.

These options will are explained in the following sections.

6.1 Report Selection Menu

The following figure displays a sample screen of the sub-report Report Selection Menu:

Pending Reports

These are controlled substances or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) (listed in drug code order) for which you were granted a Procurement quota for reporting year 2007. Click the *File* radio button to file a year-end report.

File	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	2270	PENTOBARBITAL	10,000.000

Completed Reports

These are year-end Procurement reports (listed in drug code order) that you have already filed for reporting year 2007. Click the *Update* radio button to review or make changes to the report. Click the *Delete* radio button to delete the report.

Update	Delete	Drug Code	Drug Name	Quota Granted (grams)
--------	--------	-----------	-----------	-----------------------

You have not yet filed any Procurement reports for reporting year 2007.

To scroll the list backward or forward, click one of the *Back* or *Forward* links above.
To make a selection, click a radio button in one of the the lists.
To submit your selection for processing, click the *Next* button below.
To return to the previous page, click the *Back* button below.

6.1.1. Pending reports

Click on a radio button to select a drug to make a report on, then select **Next**. Reports can only be completed one drug at a time.

Click **Back** to return to the Main Report selection page.

6.1.1.1. File a Report

After selecting a drug from the **Pending Reports** section and clicking **Next**, the confirmation page will be displayed. The figure below is a sample of this page:

The screenshot shows a web interface for the U.S. Department of Justice Drug Enforcement Administration Diversion Control Program. The header includes the department's logo and the program name. Below this, a section titled 'YEAR END REPORTS' contains a subtitle: 'Year-End Report for Substances Procured Drugs for Which a Quota Was Granted'. The main content area is titled 'Confirmation to File a New Report' and displays the 'Current Selection' in a table. The table has four columns: Reporting Year, Drug Code, Drug Name, and Quota Granted (grams). The data row shows 2007, 2270, PENTOBARBITAL, and 10,000.000. Below the table, a note states that amounts are expressed as grams of anhydrous base or alkaloid, not as salt. A disclaimer note follows, explaining that the quota value for controlled substances reflects the established procurement quota for the reporting year 2007 and does not include any granted replacement quota. It advises contacting the ODEQ if the figure does not agree with records. At the bottom, there are 'Back' and 'Next' buttons.

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	2270	PENTOBARBITAL	10,000.000

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

Please note that the quota value for this controlled substance or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) reflects your established Procurement quota for reporting year 2007 and does not include any granted replacement quota. If this figure does not agree with your records, please contact the [ODEQ](#).

Click **Next** to proceed.

6.1.1.2. Inventory

The Inventory screen allows users to enter the year's remaining inventory. The figure below captures a sample of a completed Inventory report.

Inventory

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	2270	PENTOBARBITAL	10,000.000

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.
Use the Tab key to navigate between fields.

Inventory (as of December 31)	2006	2007	
Bulk controlled substance (API)	1.000	1.000	
In-process material (in all forms)	1.000	1.000	
Finished dosage forms (in bulk and/or packaged)	1.000	1.000	
Non-saleable material ...			
retains / stability samples	1.000	1.000	
product development material	1.000	1.000	
pending destruction	1.000	1.000	
other (specify): OTHER	1.000	1.000	
Total non-saleable material	4.000	4.000	
Total Ending Inventory (grams)	.000	7.000	Sum

Click *Return* to abandon this report and start over with a new selection.
Click *Next* to advance to the Acquisitions page.

Complete the fields as applicable; clicking the **Sum** command button will total the amounts entered, and display them in the **Total non-saleable material** and **Total Ending Inventory** fields.

Click **Next** to proceed to the Acquisitions page; click **Return** to close the report and start over with a blank report.

6.1.1.3. Acquisitions

The Acquisitions screen allows users to enter the quantity of the selected drug purchased or obtained during the reporting time.

Acquisitions

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	2270	PENTOBARBITAL	10,000.000

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.
Use the Tab key to navigate between fields.

Acquisitions (during the year)	2007	
Domestic procurements, acquisitions, transfers, etc ...		
bulk API	<input type="text"/>	
non-bulk API material (in process, blends, beads, dosage forms, etc.)	<input type="text"/>	
Total domestic procurements	<input type="text"/>	
Imports ...		
bulk API	<input type="text"/>	
non-bulk API material (in process, blends, beads, dosage forms, etc.)	<input type="text"/>	
Total imports	<input type="text"/>	
Returns by customer for credit, salvage, rework, etc.		
bulk API	<input type="text"/>	
non-bulk API material (in process, blends, beads, dosage forms, etc.)	<input type="text"/>	
Total returns	<input type="text"/>	
Other acquisitions ...		
Replacement quota	<input type="text"/>	
other (specify): <input style="width: 150px;" type="text"/>	<input type="text"/>	
Total other acquisitions	<input type="text"/>	
Total acquisitions (grams)	<input type="text"/>	<input type="button" value="Sum"/>

Click *Back* to return to the Inventory page.
Click *Next* to advance to the Dispositions page.

Complete the fields as applicable; clicking the **Sum** command button will total the amounts entered, and display them in the various **Total** fields.

Click **Next** to proceed to the Dispositions page; click **Return** to go to the Inventory page.

6.1.1.4. Dispositions

The Dispositions page allows users to report the quantity of the selected drug sold/discharged during the reporting period. The figure below shows a sample page already completed with test data.

Dispositions

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	2270	PENTOBARBITAL	10,000.000

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.
Use the Tab key to navigate between fields.

Dispositions (during the year)	2007	
Domestic Sales or Transfers to:		
Pharmacies, Doctors, Hospitals, Clinics	1.000	
Other manufacturers	1.000	
Distributors for commercial sale	1.000	
Distributors for destruction	1.000	
Researchers, analytical labs	1.000	
Other federal, state or county agencies	1.000	
Total domestic sales or transfers	6.000	
Put in process for conversion to bulk substances. Yes <input type="radio"/> No <input checked="" type="radio"/>	.000	
Exports	1.000	
Returns from you to your suppliers (specify): TEST	1.000	
Quantity used to make exempted or excluded products	1.000	
Losses (specify): TEST2	1.000	
Authorized destructions via DEA Form 41	1.000	
Other dispositions (specify): TEST3	1.000	
Total dispositions (grams)	12.000	Sum

Click Back to return to the Acquisitions page.
Click Next to save your work and view a Summary page for this report.

Back Next

Complete the fields as applicable; clicking the **Sum** command button will total the amounts entered, and display them in the various **Total** fields.

Click **Next** to proceed to the report Summary page; click **Return** to go to the Acquisition page.

Dispositions: Bulk Conversion

Clicking the **Yes** radio button on the **Put in process for conversion to bulk substances** and then clicking **Next** after the Dispositions page is tabulated will open the Drugs Converted to Other Substances Page, a sample of which is shown below:

Drugs Converted to Other Substances

Converted-From Substance

Drug Code	Drug Name	Quantity (grams)
2270	PENTOBARBITAL	1.000

Converted-To Substance

You are converting the drug listed above to one or more other substances. If the substance to be converted is in the drop down list, click the radio button and select the substance from the list. Then fill in the values for Qty Converted and Qty Produced. If the substance is not in the list, click the radio button for Non-Controlled Substance and type the name of the substance in the Non-Controlled Substance field and fill in the values for Qty Converted and Qty Produced.

☒ Controlled Substance :

▼

Qty Converted :

Qty Produced :

☐ Non-Controlled Substance :

Qty Converted :

Qty Produced :

To record a converted substance, make your selection and click Submit. To see a summary of all the converted substance entries you've made far so far, click Summary.

Summary

Submit

Use the dropdown fields to select the type of substance the Converted-From Substance was converted into, and complete the Qty Converted/Produced fields.

Click **Submit** to save the conversion displayed on the screen; click **Summary** to see all the **Drugs Converted to Other Substances** that have been indicated.

12

Drugs Converted to Other Substances Summary

Drugs added to the Drugs Converted to Other Substances portion of the report are shown on this summary page. A sample of the page is shown below.

Drugs Converted to Other Substances

Converted-From Substance

Drug Code	Drug Name	Quantity (grams)
2270	PENTOBARBITAL	1.000

Summary

Remove	Drug Produced	Qty Converted	Qty Produced
<input type="radio"/>	5-METHOXY-3,4-METHYLENEDIOXY-AMPHETAMINE	1.000	1.000
<input type="radio"/>	4-BROMO-2,5-DIMETHOXYPHENETHYLAMINE	11.000	1.000
Total		12.000	2.000

Click Continue to return to the Converted Substances Selection page. Click Finish to return to the Report Dispositions page.

ContinueFinish

To remove a **Drug Produced** click the **Remove** radio button next to the drug, and then **Continue**. Only one drug may be removed at a time.

Clicking **Continue** with no drug selected for removal will return to the Drugs Converted to Other Substances selection screen. Clicking **Finish** will return to the Report Dispositions page.

6.1.1.5. Report Summary

The Report Summary page tabulates the various pages of the report and allows users to account for any discrepancies. A sample is shown below.

Summary Totals

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	2270	PENTOBARBITAL	10,000.000

*All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.
Use the Tab key to navigate between fields.*

Total Ending Inventory for 2006	.000
Total Ending Inventory for 2007	7.000
Total Acquisitions for 2007	8.000
Total To Be Accounted For (Total Ending Inventory For 2006 plus Total Acquisitions For 2007)	8.000
Total Dispositions for 2007	13.000
Total Accounted For (Total Ending Inventory For 2007 plus Total Dispositions For 2007)	20.000
Difference (Total To Be Accounted For minus Total Accounted For)	-12.000

Please provide an explanation for any difference:

Test data

Remarks:

Test data

To save this report to permanent storage, click **Submit**.
To return to the beginning of this report in order to review or change the entered data, click **Back**.
To return to the Report Selection List, click **Return**.

ReturnBackSubmit

To save the Report, click **Submit**.

To return to the beginning of the report and change entered data, click **Back**.

To return to the report selection list, click **Return**.

6.1.1.6. Summary Confirmation

The report summary confirmation screen confirms that the report has been successfully saved.

Summary Confirmation

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (<i>grams</i>)
2007	2270	PENTOBARBITAL	10,000.000

You have successfully created the year-end report for the controlled substance noted above. The report selection has been moved to the Completed Reports section of the Quota Allotment Selection List.

To return to the Report Selection Menu, click *Main*.
To return to the Report Selection List, click *Return*.
To exit this application, click *Exit*.

Return to the report selection menu by clicking **Main**.

To return to the Report Selection List (to choose more reports from this subsection of reports), click **Return**.

To Exit the Year End Reports application, click **Exit**.

6.1.2. Completed Reports

Completed reports may be modified or deleted by clicking on the appropriate radio button next to the report name and then clicking the **Next** command button.

Pending Reports

These are controlled substances or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) (listed in drug code order) for which you were granted a Procurement quota for reporting year 2007. Click the *File* radio button to file a year-end report.

File	Drug Code	Drug Name	Quota Granted (grams)
<i>There are no qualifying pending Procurement report selections for reporting year 2007. Either you have filed all qualifying reports, or there were no qualifying substances to begin with.</i>			

Completed Reports

These are year-end Procurement reports (listed in drug code order) that you have already filed for reporting year 2007. Click the *Update* radio button to review or make changes to the report. Click the *Delete* radio button to delete the report.

Update	Delete	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	<input type="radio"/>	2270	PENTOBARBITAL	10,000.000

To scroll the list backward or forward, click one of the *Back* or *Forward* links above.
To make a selection, click a radio button in one of the the lists.
To submit your selection for processing, click the *Next* button below.
To return to the previous page, click the *Back* button below.

6.1.2.1. Update Completed Reports

The functionality and options available to the Update Report section of the YERS application are identical to those offered in the Pending Reports section. Please see that section in this document.

6.1.2.2. Delete Report

The following screen shows a sample of the Delete Report page.

U.S. Department of Justice
Drug Enforcement Administration

DIVERSION CONTROL PROGRAM

YEAR END REPORTS

**Year-End Report for Substances Procured
Drugs for Which a Quota Was Granted**

Confirmation to Delete an Existing Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	2270	PENTOBARBITAL	10,000.000

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

Click Next to confirm that you want to delete this Procurement report for reporting year 2007. Once deleted, the report entry will move to the Pending Reports selection list.

Click **Next** to remove the report; the report will be returned to Pending Reports. Click **Back** to return to the Report Selection Menu.

6.1.3. Null Reports

Null reports can only be created on the **Other Registered Substances** Report Selection menus. The following figure shows the Null Report option button.

File	Null	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	<input type="radio"/>	1225	PHENYLPROPANOLAMINE	N/A
<input type="radio"/>	<input type="radio"/>	9050	CODEINE (FOR SALE)	N/A
<input type="radio"/>	<input type="radio"/>	9143	OXYCODONE (FOR CONVERSION)	N/A
<input type="radio"/>	<input type="radio"/>	9143	OXYCODONE (FOR SALE)	N/A
<input type="radio"/>	<input type="radio"/>	9150	HYDROMORPHONE	N/A

Null reports are used to indicate that no year-end report will be completed for that drug. Click the **Null** radio button next to the drug for which the null report is to be completed and then click **Next**.

The following confirmation screen will be displayed.

Confirmation to Indicate a Null Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	1225	PHENYLPROPANOLAMINE	N/A

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

Click Next to confirm that you will not be filing a Procurement report for this controlled substance or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) for reporting year 2007. Once marked Null, the report entry will move to the Null Reports selection list.

Click next to submit the Null Report. You can review Null Reports on the **View Null Reports** sub-report option from the main report selection menu.

6.1.4. View Null Reports

The following screenshot shows a sample of the **View Null Report** sub-report.

U.S. Department of Justice
Drug Enforcement Administration
DIVERSION CONTROL PROGRAM

YEAR END REPORTS

Year-End Report for Substances Procured Null Reports

Null Reports

These are controlled substances or listed chemical (ephedrine, pseudoephedrine and phenylpropanolamine) (listed in drug code order) for which you have indicated that you will not be filing a year-end report. Click the *Remove* radio button to return this controlled substance to active status.

Remove	Drug Code	Drug Name	Quota Granted (grams)
<input type="radio"/>	1225	PHENYLPROPANOLAMINE	N/A

To return to the previous page, click the *Back* button below.

[Back](#) [Next](#)

To delete a drug from the Null Reports collection, select the Remove radio button next to the appropriate drug. Click the **Next** command button to display the confirmation page, shown below.

U.S. Department of Justice
Drug Enforcement Administration
DIVERSION CONTROL PROGRAM

YEAR END REPORTS

Year-End Report for Substances Procured Null Reports

Confirmation to Remove a Null Report

Current Selection

Reporting Year	Drug Code	Drug Name	Quota Granted (grams)
2007	1225	PHENYLPROPANOLAMINE	N/A

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

Click Next to confirm that you want to remove this report entry from the Null Reports selection list. Once removed, the report entry will move to the Registered Substances selection list.

[Back](#) [Next](#)

Click **Next** to remove the null report; click **Back** to return to the View Null Reports menu.

6.1.5. Psychotropic Substances

The screenshot below shows a sample of the initial psychotropic substances report page.

Pending Reports

These are psychotropic drug controlled substances (listed in drug code order). Click the *File* radio button to file a year-end report for the substance.

File	Drug Code	Drug Name
<input type="radio"/>	1405	STIMULANT COMPOUNDS PREVIOUSLY EXCEPTED
<input type="radio"/>	1575	FENPROPorex
<input type="radio"/>	1580	MEFENOREX
<input type="radio"/>	1603	DIETHYLPROPION HCL
<input type="radio"/>	1605	MAZINDOL
<input type="radio"/>	9804	CODEINE COMBINATION PRODUCT 90MG/DU
<input type="radio"/>	9805	HYDROCODONE & ISOQUINOLINE ALKALOID <15MG/DU
<input type="radio"/>	9806	HYDROCODONE COMBINATION PRODUCT <15MG/DU
<input type="radio"/>	9807	DIHYDROCODEINE COMBINATION PRODUCT 90MG/DU
<input type="radio"/>	9808	ETHYLMORPHINE COMBINATION PRODUCT 15MG/DU
<input type="radio"/>	9809	OPIUM COMBINATION PRODUCT 25MG/DU

Completed Reports

These are year-end psychotropic drug reports (listed in drug code order) that you have already filed for reporting year 2007. Click the *Update* radio button to review or make changes to the report. Click the *Delete* radio button to delete the report.

Update	Delete	Drug Code	Drug Name
<input type="radio"/>	<input type="radio"/>	1228	BENZPHETAMINE
<input type="radio"/>	<input type="radio"/>	1230	CATHINE
<input type="radio"/>	<input type="radio"/>	1530	PEMOLINE
<input type="radio"/>	<input type="radio"/>	9810	MORPHINE COMBINATION PRODUCT 50MG/100ML OR GM

To scroll the list backward or forward, click one of the *Back* or *Forward* links above.
To make a selection, click a radio button in one of the the lists.
To submit your selection for processing, click the *Next* button below.
To return to the previous page, click the *Back* button below.

Click **Back** to return to the Main Report selection page.

6.1.5.1. File a Psychotropic Substances report

On the Psychotropic Substances report selection screen, select a drug to report on by clicking on the File radio button next to drug, and then clicking **Next**. The confirmation page will be displayed:

Confirmation to File a New Report

Current Selection

Reporting Year	Drug Code	Drug Name
2007	9809	OPIUM COMBINATION PRODUCT 25MG/DU

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

Click Next to confirm that you want to file a year-end report for the psychotropic drug listed above.

Click **Next** to proceed with the report; click **Back** to return to the Psychotropic Substances report selection page.

A sample of the Report Detail page is shown below:

Psychotropic Drugs

Current Selection

Reporting Year	Drug Code	Drug Name
2007	1228	BENZPHETAMINE

All amounts are expressed as grams of anhydrous base or alkaloid, not as salt.

	2006	2007	
Inventory (as of December 31)			
Bulk Manufactured			
Dispositions (during 2007)			
Quantity Sold as Finished Dosage Forms			
Quantity Used to Manufacture Non-Psychotropic Substances			
Quantity Used to Manufacture Excluded, Excepted or Exempted Substances			
Total Dispositions			<input type="button" value="Sum"/>
Estimates for Future Usage	2008	2009	
Expected Future Usage (Sale) of Finished Dosage Forms			
Remarks:			

To save this report to permanent storage, click *Submit*.
 To abandon this report and return to the Report Selection List, click *Return*.

Complete the fields as applicable; clicking the **Sum** command button will total the amounts entered, and display them in the various **Total** fields.

Click **Next** to proceed to the report Summary page; click **Return** to go to the Psychotropic Substances report selection page.

Summary Confirmation

Current Selection

Reporting Year	Drug Code	Drug Name
2007	1228	BENZPHETAMINE

You have successfully filed the year-end report for the psychotropic drug noted above. The report selection has been moved to the Completed Reports section of the Psychotropic Drugs Selection List.

To return to the Report Selection Menu, click *Main*.
To return to the Report Selection List, click *Return*.
To exit this application, click *Exit*.

MainReturnExit

Clicking **Main** returns to the Main Report Selection page; clicking **Return** displays the Psychotropic Substances report selection screen; clicking **Exit** quits the DTL application.

6.1.5.2. Update a Psychotropic Substances Report

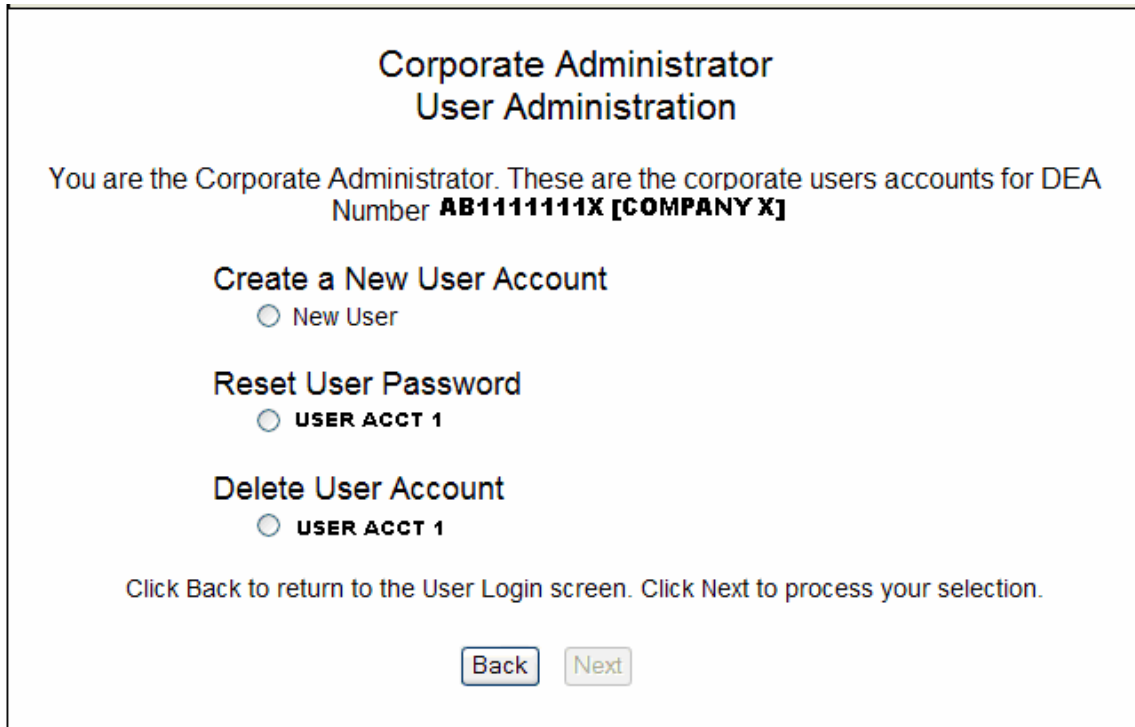
Clicking on the **Update** radio button in the Psychotropic Substances report selection page and then clicking **Next** allows for the modification of previously filed reports. Update screens are similar to the screens used in the initial report process; please see section 6.1.5.1 for details.

6.1.5.3. Delete Report

See section 6.1.2.2 for more information.

7 Corporate Administrators

Logging in as a corporate administrator allows users to manage other users' accounts. The figure below shows the User Administration screen.



The screenshot displays the 'Corporate Administrator User Administration' interface. At the top, the title 'Corporate Administrator User Administration' is centered. Below it, a message states: 'You are the Corporate Administrator. These are the corporate users accounts for DEA Number **AB1111111X [COMPANY X]**'. There are three main sections, each with a radio button for selection:

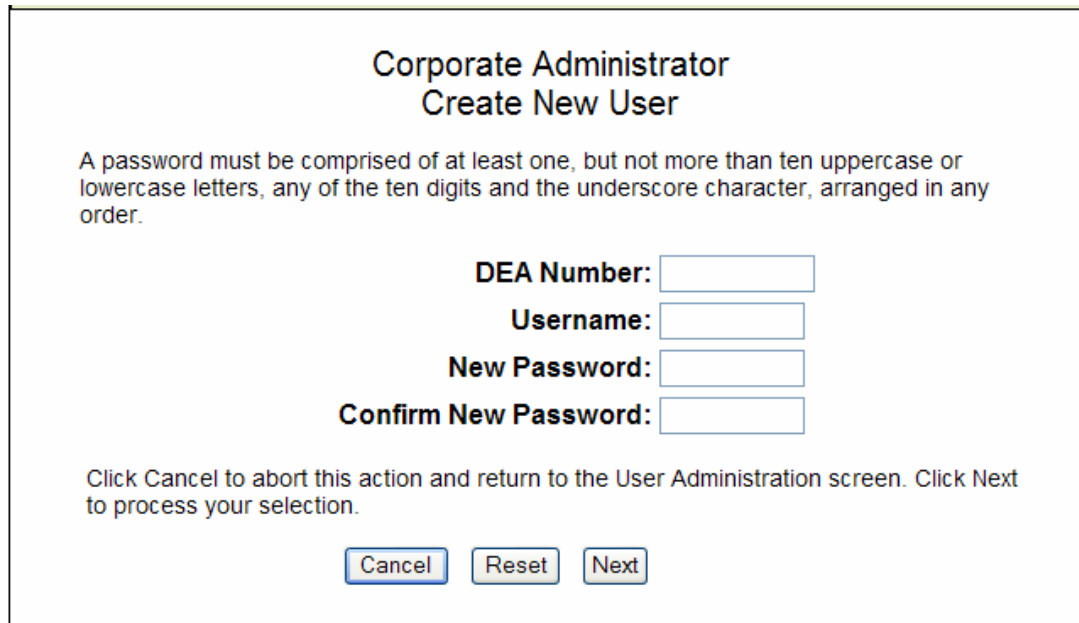
- Create a New User Account**
 - ☐ New User
- Reset User Password**
 - ☐ USER ACCT 1
- Delete User Account**
 - ☐ USER ACCT 1

At the bottom, a instruction reads: 'Click Back to return to the User Login screen. Click Next to process your selection.' Below this are two buttons: 'Back' and 'Next'.

Select an action by clicking on the appropriate radio button next to the user or option requiring modification, and click **Next**.

7.1 Create a New User Account

The figure below displays the Create New User Account page:

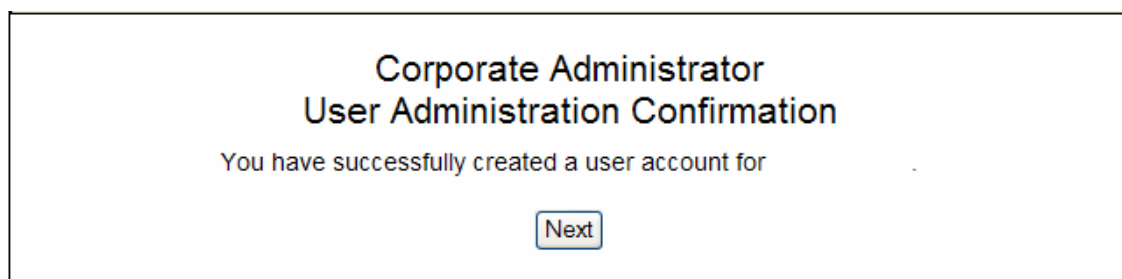


The screenshot shows a web form titled "Corporate Administrator Create New User". Below the title is a password requirement note: "A password must be comprised of at least one, but not more than ten uppercase or lowercase letters, any of the ten digits and the underscore character, arranged in any order." The form contains four input fields: "DEA Number:", "Username:", "New Password:", and "Confirm New Password:". At the bottom, there is instructional text: "Click Cancel to abort this action and return to the User Administration screen. Click Next to process your selection." and three buttons: "Cancel", "Reset", and "Next".

The **DEA Number** field is not editable. Enter the user's name and new password; confirm the new password by re-entering it, and then click **Next**.

Reset clears the username and password fields; **Cancel** returns to the user administration screen.

When all the information is entered correctly, click **Next**. The confirmation screen will be displayed.



The screenshot shows a confirmation screen titled "Corporate Administrator User Administration Confirmation". The message reads: "You have successfully created a user account for". Below the message is a single button labeled "Next".

Click **Next** to return to the User Administration page.

7.2 Reset User Password

User passwords can be reset on the **Reset User Password** page, a sample of which is displayed below.

Corporate Administrator
Reset Password

A password must be comprised of at least one, but not more than ten uppercase or lowercase letters, any of the ten digits and the underscore character, arranged in any order.

DEA Number:

Username:

New Password:

Confirm New Password:

Click Cancel to abort this action and return to the User Administration screen. Click Next to process your selection.

Cancel

Reset

Next

The **DEA Number** and **Username** fields are not editable. **Reset** clears the username and password fields; **Cancel** returns to the user administration screen. Enter the new password; confirm the new password by re-entering it, and then click **Next**.

The confirmation screen will be displayed

Corporate Administrator
User Administration Confirmation

You have successfully reset the password for user account

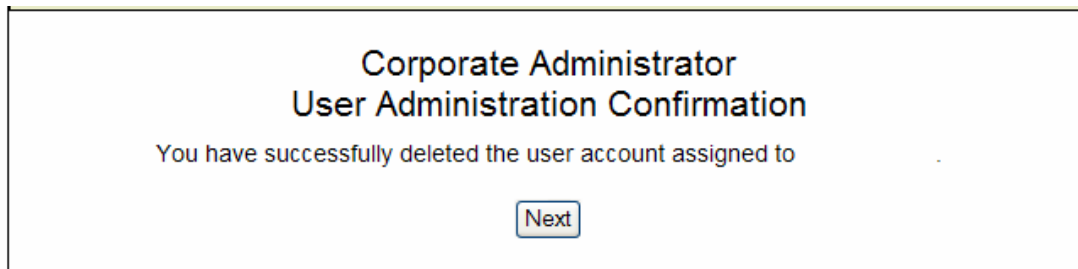
Next

Click **Next** to return to the User Administration page.

7.3 Delete User Account

User accounts can be removed by selecting the correct user account beneath the **Delete User Account** section, then clicking **Next**.

The deletion will be confirmed in the following screen.



Click **Next** to return to the User Administration page.